Teacher Coach 1

Description: This course will prepare learners to assist teachers in navigation, set up, and processes of the Attendance and Instruction functions of Campus. Teaching others how to take attendance, create a grade book and seating chart, and generate applicable reports will be the focus of this training session
Time: 4 hours

Campus Overview (15 minutes)	Learn how to: • Navigate • Use help options • Use search procedures Discuss the importance of: • Account settings • Logging off
Attendance (15 minutes)	Learn how to: • Take attendance from the home page • Edit attendance during the day
Admin (20 minutes)	Understand the options and how to set up teacher: • Preferences • Grading Scales (if applicable) • Seating Chart • Composite Grading (if applicable)
Grade Book Demonstration (5 minutes)	Demonstration of the Campus Grade Book. • Navigating the Grade Book window • Different types of scores (colors/flags) • How to enter scores for assignments

Lesson Planner
(45 minutes)
	Students will understand:
	• Setup of the lesson plan preferences located on the grading task
	• Choices for grade calculation currently available
	• Lesson Plan Copier
	• Learn how to:
	  • Create groups, the options available on a group, and the Copy Group function
	  • Create assignments and the options available
	  • Create activities

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Grade Book (30 minutes)	Learn all of the features of the Grade Book: • Navigation • Expand and collapse capabilities • Right click and hover options • Different types of scores (colors, flags) • Entering scores • Clearing Scores • Fill Empty Scores • Overwrite All Scores • Implications of choices selected in the lesson planner (dropped lowest score, percent calculation, etc) • Scores in the yellow area • Comments on a student
Posting Grades (15 minutes)	Learn how to post grades: • Within the Grade Book • By task • By student
Student Groups (10 minutes)	• Learn how to set up student groups • Learn impact of student groups on gradebook & student scores
Daily Planner (5 minutes)	View and learn about the information available in the Daily Planner
Rosters (5 minutes)	Learn about the information available in the Roster
Teacher Messenger (20 minutes)	Learn how to use the following messenger templates: • Failing Grades • Missing Assignments • Teacher Messages
Newsletter (10 minutes)	• Learn newsletter functionality
Portal (10 minutes)	• Demonstration of the Campus Portal
Reports (20 minutes)	Learn information available in Reports: • Attendance Register • Attendance Summary • Blank Spreadsheet • Missing Assignments • Portal Usage • Roster Label • Section Summary • Student Assessment Summary • Student Summary • Teacher Schedule
Review	• Review Key Words and Review Questions • Q & A with the trainer • Complete training survey

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Review Questions

1. What is the implication of selecting dropping the lowest score on a group at the end of a term?

2. What is the purpose for assigning a grading scale on an assignment?

3. What is the difference between selecting percent calculation instead of weighting on groups?

4. Where can you view any flags students have?

5. Name two ways that a teacher can take attendance.

6. Name three ways you can post grades at the end of a term.

7. What marks can be used in the grade book to flag a student's assignment as Missing, Cheated, and Exempt?

Campus Key Words

Grading Task

Weighting

"Use Each Scores Percent Values"

Exempt

Missing

Cheated

Dropped

Late

Incomplete

Post Grades

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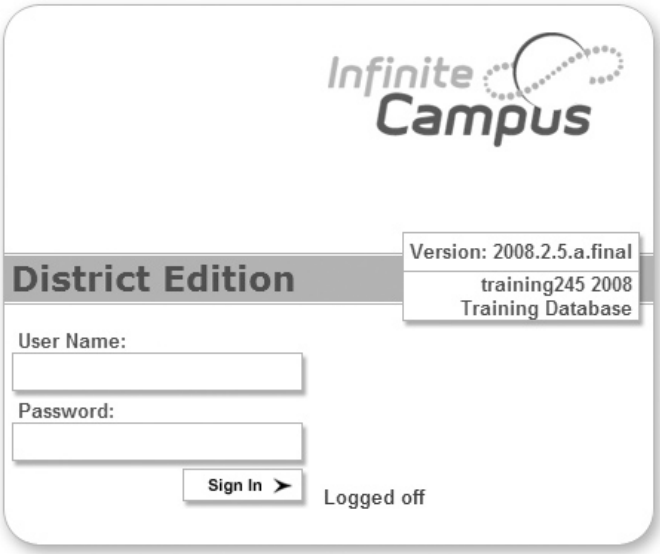
Logging In & Navigation

Overview
In this lesson, you will be introduced to the Infinite Campus system.

Objectives
At the conclusion of this lesson, you should be able to:
- Log in to Campus
- Know and accurately describe the three tabs in your outline.
- Know and accurately describe the three areas of the window.
- Log out of Campus



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Access & Logging In
Each district's data is stored in a different location on the Internet and is accessed through a Web browser such as Internet Explorer, Firefox or Safari. The web address used in training will be different than the address you will use in your everyday use of your school's Campus application.

1. Launch a web browser such as Internet Explorer, Firefox or Camino on your computer.
2. Enter the web address (URL) provided by your trainer in the location bar of your browser.
3. When the page loads, your screen should display the login screen for Infinite Campus.
4. Enter the user name and password provided by your trainer.
5. Click OK.

Since Campus is a web-based product, it is accessible anywhere in the world. Since it is accessible anywhere, the data within the system is protected with passwords and security measures. In many districts Campus passwords are "strong passwords." A strong password is at least eight characters long with a combination of letters, numbers, or special characters. In all districts, if your password is entered incorrectly five times, the account will be disabled. You will then need to contact a designated individual in your school or district office to have your password reset.

Training Site:

User Name:

Password:

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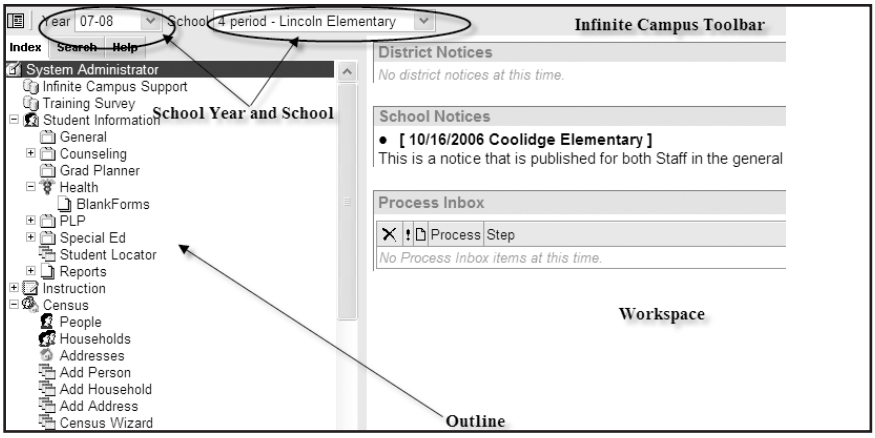
Logging In & Navigation



Calendar- a data element in Campus that defines the terms, periods, instructional days and grade levels at a school for a year. State reporting data is extracted and aggregated out of a particular calendar.

Schedule Structure- a subdivision of a calendar for the purposes of setting up a group of students on a different scheduling pattern, such as different terms, periods or set of instructional days.

Navigation

Once you have logged into the Campus application, you will notice your screen is divided into three main areas.

1. The gray header **Infinite Campus Toolbar** contains drop down menus to select which year, school, calendar, schedule structure, and if you are a teacher, which section you are working with. ***Your account's rights will determine which schools and what years' data you can access.***
2. The space to the lower left contains three tabs.
    - The first tab, the Index tab, contains all your tools in Campus. The tools you have rights to will vary from user to user. The tools are collected into groups called modules. To open a module, click on either the plus sign or the name of the module. When the tools are completely open, it reveals the user's complete **Outline**.
    - The second tab, the Search tab, allows you to quickly find particular pieces of information, such as student information, course information, and help topics.
    - The third tab is context-sensitive help. As you are working with certain tools in Campus, related help articles can be found by switching to the help tab. As an example, if a question arises during taking attendance, clicking the help tab will pull up an article describing how to take attendance in Campus. In addition, related topics will be linked at the bottom of the help article.
3. The space on the right is your main **Workspace**. The tools that you select on the index tab will load into this space. When you first start Campus, you will see announcements and reminders posted by your district or building. This space may include notices about campus updates and/or other announcements that have been posted by your school. At the bottom of your workspace is an item called the process inbox—your "to do" list in Campus today. Depending on your role and tools, different items will appear in this area to remind you to complete particular tasks in Campus.

Logging Out of Campus

When finished with your Campus session, or when you will be away from your computer for an extended amount of time, you should end your Campus session by clicking on log off. Your session will close and you will then be back at the login screen. You may then close your browser.

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Attendance, Roster, Admin

Overview

The Instruction module of Campus holds the tools commonly used by a classroom teacher. These tools interface with the student schedule and attendance components of the system allowing for one-time entry of student information. This lesson will cover the administrative tools for taking attendance, generating a roster and creating a seating chart.

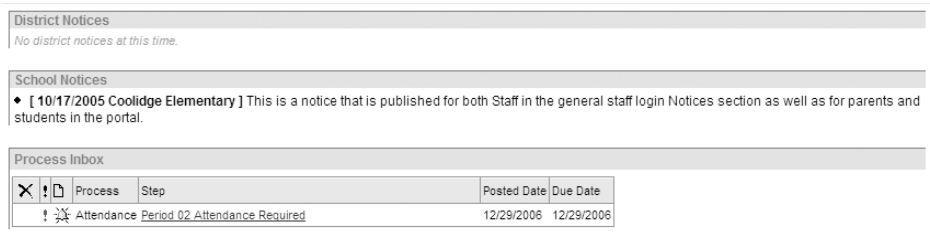
Objectives

In this lesson you will learn:

- How to take attendance in the Instruction module.
- Setting preferences in Instruction>Admin>Preferences.
- How to create and print multiple seating charts for a section.
- How to use seating charts when taking attendance.
- How to view and print class rosters.

Attendance

There are two paths to accessing the attendance tool in Campus, the Process Inbox and the Attendance tool in the instruction module.

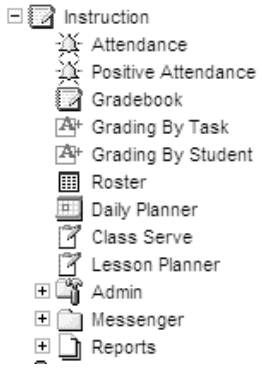


Process Inbox- a tool found on the user's home page in Campus listing items that need the user's attention. On school days, the teacher's process inbox will have a reminder to take attendance for each period that attendance should be taken in.

To access attendance from the Process Inbox

To access attendance from the Process Inbox, click on the link "Period __ Attendance Required."

Once attendance is saved for a particular period, the reminder will disappear from the Process Inbox. If the teacher has taken attendance for all periods, the Process Inbox will be empty at the end of the day.



To access attendance from the Index Outline

1. To access attendance from the Index Outline, expand the Instruction module and select attendance.
2. Select the tab for the period to take attendance in.

Positive Attendance- a model of attendance taking or clock hours used in some alternative learning centers. Students are not expected in a course at a given time, rather they clock in and clock out when they work on a course.

Teachers are only allowed to enter attendance for the current day until midnight. After that time, attendance must be entered by the Attendance Office. In addition, teachers can only change attendance up to the point that the attendance office processes the events. Since the time frame will vary from school to school, check with your district's policy and procedure for more information.

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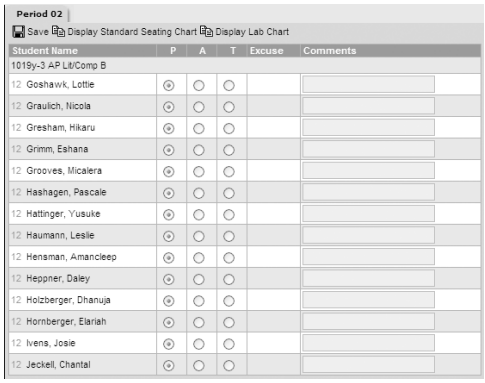
Teachers CANNOT excuse an absence or a tardy; teachers may only report the attendance. Excusing is done by the attendance office. Students who have been already marked absent by the attendance office will have their attendance pre-marked and greyed out. If the student is marked absent but is in class, consult with your district's policy and procedures for the way to address this issue.

Taking Attendance



1. To mark a student absent, select the A for absent,
2. To mark a student tardy, select the T for tardy. The comment box for each student can be edited once a child is marked absent or tardy.
3. Comments become part of the students attendance records and are visible in the attendance tools that are used to process attendance by the attendance clerk.
4. When finished taking attendance, click Save.

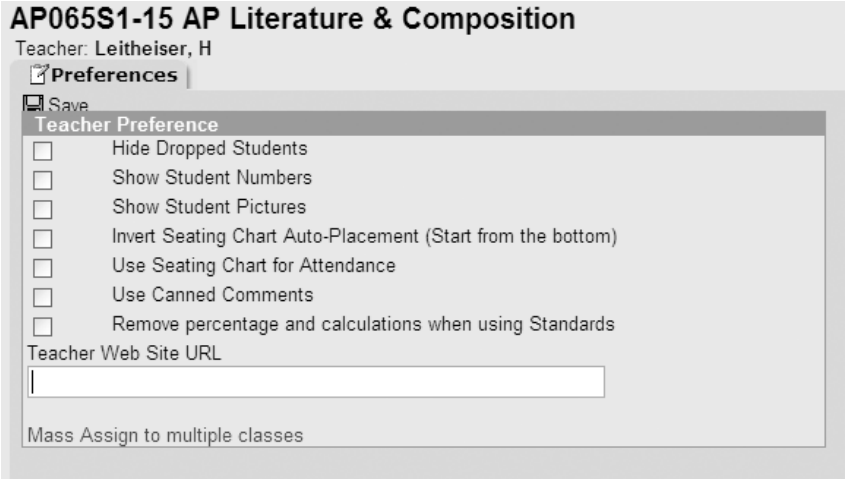
Editing Attendance

If attendance needs to be changed after it is submitted, attendance must be accessed from the attendance tool in the Instruction module.

1. Select the period that needs to be edited and make any changes as needed.
2. When finished click Save.

Teacher Preferences

Preferences are section-specific options to set how the Campus system will work for the teacher. Each section may have different options set.



Hide Dropped Students will remove the student from a teacher's view in the Gradebook. Normally, a student that has dropped a class will appear in the teacher's Gradebook in red. The scores will be preserved behind the scenes.

Show Student Numbers will include the Student ID number on the attendance tools.

Show Student Pictures will display the students picture for attendance.

Invert Seating Chart Auto-Placement: Applies to both the Standard and the Lab Seating Chart. When creating a seating chart the student names will populate the chart from the bottom up.

Use Seating Chart for Attendance: Changes the default attendance view to the Standard Seating Chart. The teacher can switch the attendance view by selecting the Display Lab Chart or Display Attendance Roster buttons on the top of the tab.

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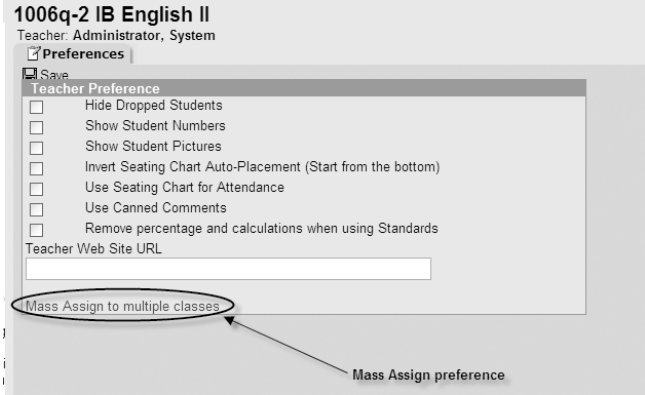
Establishing Teacher Preferences

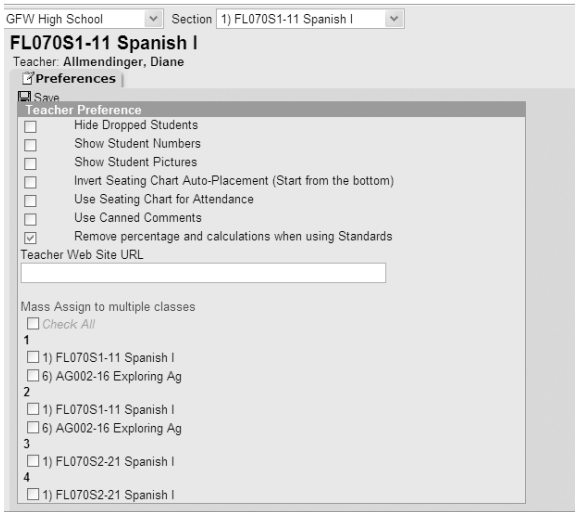
The first step in defining a system of standards-based grading is to define the system of marks that are used to report progress-known as a score group.



1. Expand Instruction
2. Select Admin
3. Choose Preferences
4. The Course and Section that will apply to these preferences is listed in the gray header bar above the preference listings.
5. Teachers can mass assign preferences for one section to other sections by clicking on the hyperlink at the bottom of the Teacher Preferences box and selecting the appropriate sections, provided the sections are active for the selected calendar.

Mass Assign Section Preferences

Teachers can mass assign preferences sets for one section to other sections. To use this capability:



1. Select the Instruction Module in the index
2. Select the Admin icon
3. Select Preferences and choose Teacher Preferences
4. Select the hyperlink below the Teacher Web Site URL
5. Choose preferences to Mass Assign preferences to multiple classes.

Use Canned Comments: Allows teachers to choose from ready-made comments when posting grades for students.

Remove percentage and calculations when using Standards: By checking this box, when the class is set up to be graded upon Standards (and not traditional A-F grades), the system will NOT calculate the student's scores and will instead rely on teacher's professional judgement.

Teacher Website URL: A teacher can enter the URL for a class website for display on the portal.

Mass Assign to multiple classes: Selecting this hyperlink will allow teachers to establish preferences for a number of sections at one time if they are active.

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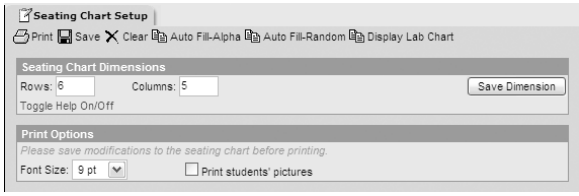
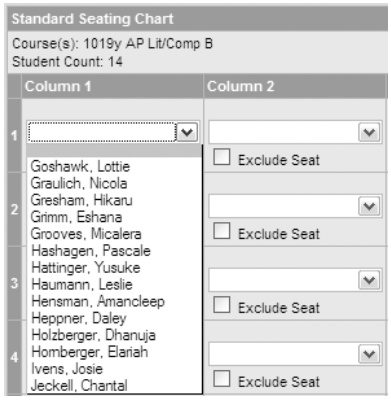
Seating Charts

Teachers can set up two Seating Charts per section, a Standard Chart and a Lab Chart. The options set in Admin>Preferences apply to both charts.

To Create a Seating Chart



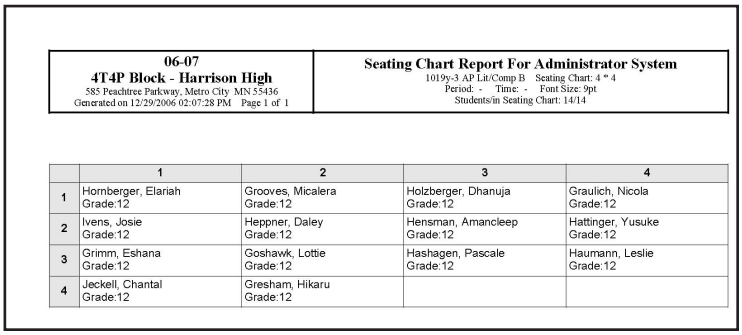
1. Enter the dimensions of the classroom by entering the row and column numbers and save the dimension.
2. If a new chart is desired the Clear button can be used to remove the current arrangement of students from the existing chart.
3. The Exclude Seat checkbox is used to leave empty seats on the chart during the Auto-fill process. It can be used to group desks into table-like arrangements.
4. Seats can be filled one at a time using the drop down lists on the chart, alphabetically by selecting the Auto Fill-Alpha button, or randomly by selecting the Auto Fill-Random button.



5. When the layout is complete click Save.
6. The Display Lab Chart button allows the setup of a second seating chart for the same group of students. It is saved separately and can have different dimensions than the Standard Chart.

To Print a Seating Chart

1. Select the Font Size in the Print Options box and then click the Print button.
2. Select the option to Print Student Pictures, if desired. Choose the size of the pictures in the dropdown menu.
3. Click Print.
4. The chart will be displayed in a new window. Any students missing from the chart will be listed at the top of the Seating Chart.



06-07
4T4P Block - Harrison High
585 Peachtree Parkway, Metro City MN 55436
Generated on 12/29/2006 02:07:28 PM Page 1 of 1

Seating Chart Report For Administrator System
1019y-3 AP Lit/Comp B Seating Chart: 4 * 4
Period: - Time: - Font Size: 9pt
Students/in Seating Chart: 14/14

	1	2	3	4
1	Hornberger, Elariah Grade:12	Grooves, Micalera Grade:12	Holzberger, Dhanuja Grade:12	Graulich, Nicola Grade:12
2	Ivens, Josie Grade:12	Heppner, Daley Grade:12	Hensman, Amancleep Grade:12	Hattinger, Yusuke Grade:12
3	Grimm, Eshana Grade:12	Goshawk, Lottie Grade:12	Hashagen, Pascale Grade:12	Haumann, Leslie Grade:12
4	Jeckell, Chantal Grade:12	Gresham, Hikaru Grade:12		

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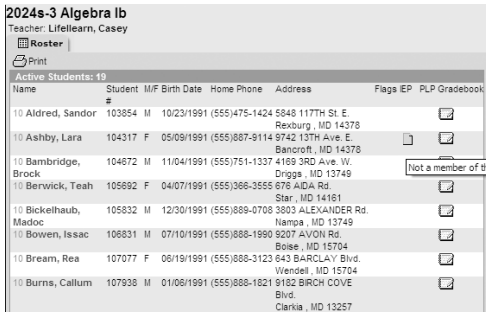
Rosters

The roster lists the students who are scheduled into the section selected in the section dropdown on the grey header bar. In addition to the name and contact information for the student, three additional columns on the right of the roster provide additional information.

- **Program flags** are visible from the roster. Hovering over them will display additional information, such as medical or custody issues.
- If a student has a Locked IEP, an icon will display in the **IEP** column. If the teacher is on the student's Special Education Team, they will be able to open the IEP and determine if they need to make any adaptations for the student.



- If the student has a personal learner plan (PLP), an icon will display in the PLP column.
- The **Gradebook** icon will allow the teacher to view the gradebook as it will look to the child or his/her parents through the Portal.

A paper copy of the roster can be printed using the Print button at the top of the tab. A PDF will then be generated of the roster.

Clicking on the name of a student in the roster provides a shortcut to that student's Student Information>General tab set.

Teacher: Administrator, System
Term(s): 1 2 3 4
Period(s): 02

Section Roster Report
1019y-3: AP Lit/Comp B

Page 1 of 1

Active Students: 14 **Males:5** **Females:9**

	Name	Student	Gender	Home Phone	Address	
12	Goshawk, Lottie	114554	F	(555)781-5142	7184 ENGLISH Ave. E.	Caldwell , MD 13257
12	Graulich, Nicola	114772	F	(555)889-2653	1276 EUROPA Ave. E.	Carey , MD 14161
12	Gresham, Hikaru	114906	M	(555)888-4468	9389 EVERTON Ave.	Emmett , MD 15704
12	Grimm, Eshana	114967	F	(555)888-9545	6713 EXECUTIVE Ave.	Nezperce , MD 14161
12	Grooves, Micalera	115044	F	(555)781-8354	2527 FAIRLANE Ave.	McCall , MD 14378
12	Hashagen, Pascale	115991	F	(555)752-6424	4140 FRANK Rd.	McCall , MD 14378
12	Hattinger, Yusuke	116044	M	(555)844-8990	6497 FRANKLIN Rd.	Moscow , MD 14161
12	Haumann, Leslie	116104	M	(555)889-2246	3450 FREMONT Rd.	Shelley , MD 14378
12	Hensman, Amancleep	116759	M	(555)319-1582	2588 Georgeson Bay Rd.	Potlatch , MD 14161
12	Heppner, Daley	116794	M	(555)664-9438	6276 Georgeson Bay Rd.	Potlatch , MD 14161
12	Holzberger, Dhanuja	117734	F	(555)663-4695	810 GRIGGS Blvd.	Weippe , MD 13749
12	Hornberger, Elariah	117863	F	(555)442-9730	7891 GROVE Blvd.	Kuna , MD 14378
12	Ivens, Josie	118430	F	(555)455-0741	6949 HATHWAY Blvd.	Malad , MD 13257
12	Jeckell, Chantal	118587	F	(555)664-9186	7780 HAZEL Blvd.	Riggins , MD 13749

Dropped Students: 0 **Males:0** **Females:0**

Name	Student	Gender	Home Phone	Address

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Lesson Planner (Traditional)

Overview

The Lesson Planner provides instructors a tool to set calculation preferences for the Campus gradebook and create groups to organize assignments in the Gradebook. Assignments can be part of multiple groups, allowing one assignment to count towards a term grade and as evidence of mastery towards a state or district-defined standard.

Objectives

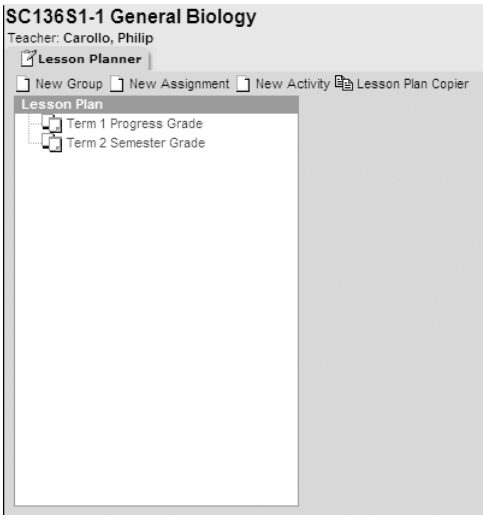
At the end of this lesson, learners will be able to:

- Set preferences for grade calculation.
- Create groups to organize assignments.
- Create assignments.
- Create activities.
- Copy Lesson Plans from one section to another using the Lesson Plan Copier.
- Copy particular assignments from one section to another using the Copy Group function.

Navigating to Lesson Planner

Lesson Planner is a section-specific tool. Each section may have a different setup in the Lesson Planner; or a Lesson Plan may be copied from one section to another.

1. Select the section in the section dropdown on the gray header bar.
2. Expand the Instruction module by clicking the name of the module or the plus sign.
3. Select the Lesson Planner.



Overview

When Lesson Planner is opened, the Lesson Planner will show all grading tasks and/or standards that have been assigned to the course. Each task and/or standard is assigned to a course for a particular term (division of the year). A task may be used multiple terms or only in one term. If a grade or standard is missing from this list, consult your building teacher coach for further instructions.

Grading Task- a grade or mark that is to be turned into the school reporting a student's progress or achievement

Standard- a performance-phrased expectation of what a student will be able to do, assessed with a rubric.

Group- a collection of assignments that count towards a particular grading task or standard

Assignment- an event that students are scored on. Assignments are part of groups in Campus.

Activity- a non-scored event. Activities may be entered to inform parents of the daily happenings in a classroom through the Portal.

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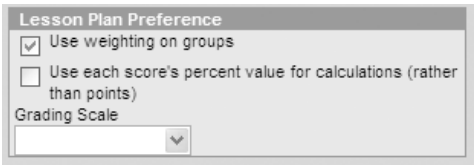
Setting Lesson Planner Preferences

To set how Campus calculates student grades for a particular grading task, click the grading task in the Lesson Planner. A Preferences panel will appear.



- Weighting on groups will allow a percentage to be set on groups attached to the task, such as tests being 40%, projects 40% and homework 20% towards a term grade.
- Using each score's percent value will change the way Campus calculates grades. The normal method will add the points earned and divide that total by the total number of points possible. This number is converted to a percentage. If "Use each score's percent value" is checked, the percentages are calculated first and then the percents are averaged. (See example to the left.)
- Select the Grading Scale that will be used to convert student percentages to a letter grade.
- Click Save when finished.

If a Grading Scale is not set in the Lesson Planner, Grade Book will not display the points earned by a student or the resulting letter grade. Opening the Lesson Planner and selecting a scale will rectify this situation.

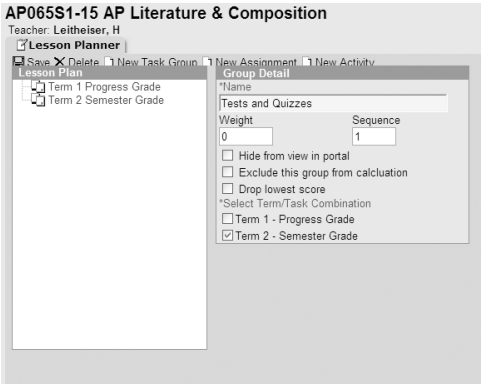
A student receives 20/20 on one assignment and a 50/100 on another.

The normal Campus grade calculation will be a 58.3% (70/120).

If "Use each score's percent value" is checked, the same student for the same scores will be 75% ((50%+100%)/2).

Creating Groups

Once preferences for a task are set, a group or multiple groups can be created and attached to the task. There are three common setups that will require a different setup for groups:



To create a new group:

1. Click new group.
2. Enter a name for the group.
3. If using weighted groups, enter a weight for this group. No decimal or percentage is needed.
4. Select the term/task combination that the assignments in this group will count towards.
5. Click Save when finished.

Gradebook Organization Scheme	Example	Process
Weighted Groups	Tests 40%, Quizzes 25%, Daily work 35%	1. Select "Use Weighting on Groups" on task preference. 2. Create multiple groups.
Unweighted Groups	Unit 1 Assignments are grouped together, Unit 2 assignments grouped together.	1. Leave "Use Weighting on Groups" unchecked. 2. Create multiple groups
All Points, 1 group	All Points	1. Create one group, all assignments are grouped within it.

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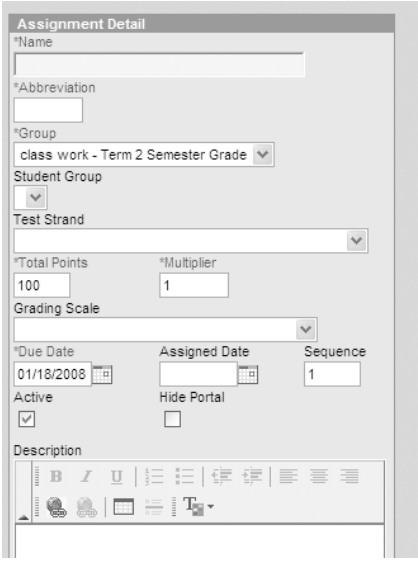
Creating Assignments



1. To create a new assignment, click New Assignment. The assignment detail will open. Fields in red with an asterisk are required fields.
2. Enter the name of the assignment. This field is 50 characters and is seen on reports and the Portal.
3. Create an abbreviation for the assignment. This 5-character field is seen by the teacher in the grade book.
4. Select the Student Group for the assignment, if applicable.
5. Select the standardized Test Strand that the assignment is preparing students for, if applicable.
6. Enter the number of total points possible on the assignment.
7. The Grading Scale dropdown on an assignment MAY be used to allow the teacher to enter in values based on the scale. For example, if a scale is selected on an assignment, the teacher may enter the letter grades found on the scale. Campus will then multiply the minimum percentage for that letter on the scale times the number of points possible and use the result in the overall grade calculation.
8. Enter a due date for the assignment, or use the calendar icon to select the due date.
9. Enter the date assigned if needed.
10. If the assignment should be included in the student grade, check active. If the assignment will not count towards a grade (such as a pretest), the active box may be unchecked.
11. Hide Portal will hide the assignment from the Portal, but the impact of the student's score on the assignment will still be seen in the overall grade.
12. The multiplier field works in conjunction with the points possible field to set how the assignment affects the child's grade. For example, a 50 point assignment with a multiplier of .5 will actually be calculated as being a 25-point assignment.
13. Assignments will be sorted within their group by due date and then alphabetical order on due date. If a different order is desired, use the Sequence field to set the order assignments appear in the gradebook.
14. Description, objectives, and references fields are provided to give more information to the parents on reports and the Portal. The WYSIWYG editor may be used to format the text for these fields.
15. Click Save when finished.

Drop lowest score will automatically exclude the lowest score (by percentage). As scores are entered, whichever score is dropped will change based upon the impact of the score.

Grading Scale - Teacher-assigned grading thresholds for either an Assignment or the Assignment Group level that determine the percentage and letter grade the student receives. Scales assigned at the Assignment Group level apply to all assignments in that assignment group.

Hide from View in Portal will keep assignments in the group hidden; however all scores will still count in the overall grade.

WYSIWYG- "what you see is what you get." A type of editor used in web design that offers real time review of formatting and style changes. You can include hyperlinks to external sites through the editor.

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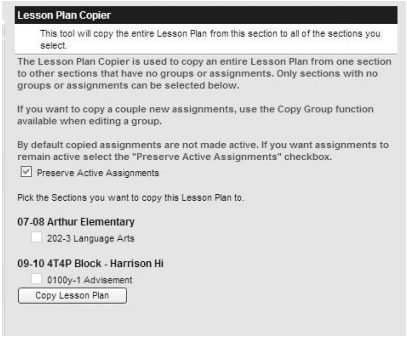
Creating Activities

An activity is a non-scored event that can be entered into Campus so it can be seen by parents on the Portal. It has no due date nor points possible.

To create a new activity:

1. Select New Activity in the Lesson Planner.
2. Enter the name of the activity. The name will be seen in the Portal.
3. Enter the start and end dates for the activity. The activity will display on a calendar on the Portal on those dates.
4. Enter a description to provide more detail if needed.
5. Click Save when finished.



Lesson Plan Copier

The Lesson Plan Copier can be used to copy the group structure, assignments and activities from one section to another. It may also be used to copy from one calendar to another, making it possible to copy forward last year's gradebook to the next year.

To use the Lesson Plan Copier:

1. Select the source section in the section dropdown menu.
2. Click Lesson Plan Copier
3. Select the destination section(s).
4. Click Copy Lesson Plan.
5. On the second screen, if any groups should NOT be copied, select them.
6. Click Update Groups.

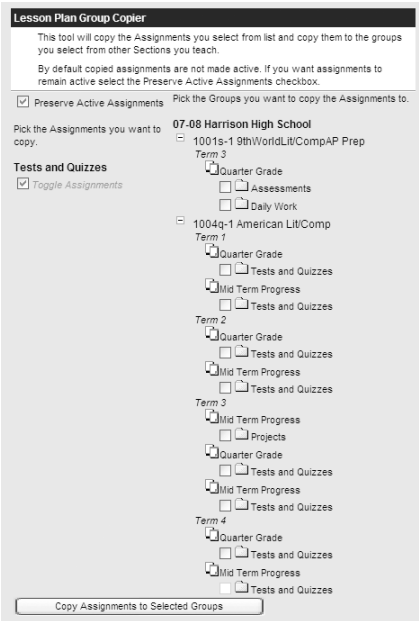
The Lesson Plan Copier can only be used to copy into a section that has nothing set up in the Lesson Planner, in order to avoid the possibility of overwriting assignments that have grades attached. If the destination section has groups or assignments, the Copy Group utility should be used.

Group Copy Assignments

The Lesson Plan Group Copy Assignments tool will allow users to copy assignments from one section to another, once groups have been created in the destination sections.

To use the Copy Group utility:

1. Select the source section in the section dropdown menu.
2. Select the group that contains the assignment(s) to be copied.
3. Click Copy Group.
4. Select the assignments to be copied.
5. Select where the group(s) is to be copied.
6. Click Save when finished.



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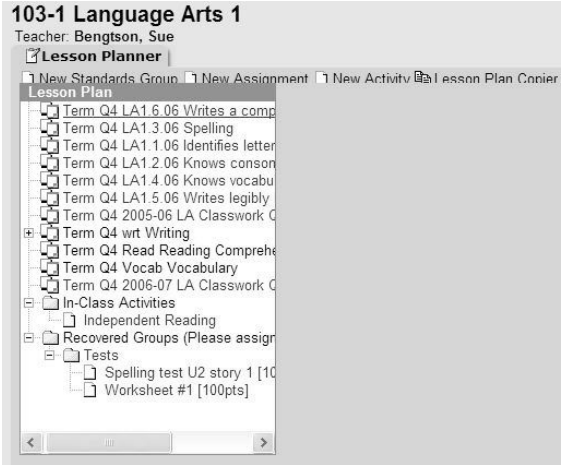
Lesson Planner (Standards)

Some teachers, including most elementary school teachers, may NOT be using traditional letter-based scores, but standards-based grading instead. Standards are a performance-phrased expectation of what a student will be able to do, assessed with a rubric. The Lesson Planner provides instructors a tool to set calculation preferences for the Campus grade book if so desired and create groups to organize assignments and standards.



When setting up the section's preferences, the teacher must decide if Standards will be calculated. They can either be attached to a grading scale for grade calculation or excluded/removed from calculations based on Administrative Preferences.

Objectives

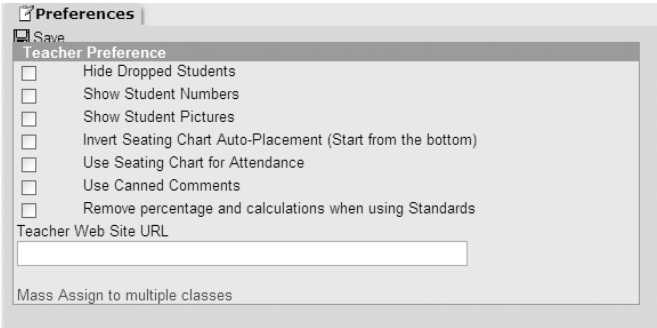
At the end of this lesson, learners will be able to:

- Set preferences for section and grade calculation
- Set Standard Preferences.
- Create Standards Groups.
- Create Assignments.
- Create Activities.
- Copy Lesson Plans from one section to another using the Lesson Plan Copier.
- Copy particular assignments from one section to another using the Copy Group function.

Setting Lesson Planner Preferences

Path: Instruction > Admin > Preferences

Choosing the Preferences icon will open the Teacher Preference editor for the specific section displayed in the Campus Toolbar in the gray header. Preferences can be changed at any time by the teacher.



Remove percentage and calculations when using Standards. Teachers can choose whether or not they want graded scores to at-

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tach to a Scoring Group/Rubric for purposes of calculating a grade for student in teacher's Grade Book. If box is checked, Standards will need to be assessed by the professional judgment of instructor.

Grading Task- a grade or mark that is to be turned into the school reporting a student's progress or achievement

Standard- a performance-phrased expectation of what a student will be able to do, assessed with a rubric.

Group- a collection of assignments that count towards a particular grading task or standard

Assignment- an event that students are scored on. Assignments are part of groups in Campus.

Activity- a non-scored event. Activities may be entered to inform parents of the daily happenings in a classroom through the Portal.

Curve- a grading scale. Curves may be created by the district or by teachers. Teachers who are team-teaming a section will see each other's personal curves in the Lesson Planner

Navigating to Lesson Planner

Lesson Planner is a section-specific tool. Each section may have a different setup in the Lesson Planner, or a Lesson Plan may be copied from one section to another.

- Select the section in the section dropdown list on the gray header bar.
- Expand the Instruction module by clicking the name of the module or the plus sign.
- Select the Lesson Planner.

Overview

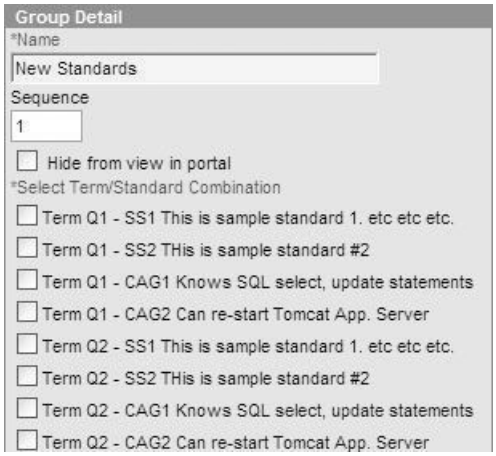
When the Lesson Planner is opened, it will show all grading tasks and/or standards that have been assigned to the course. Each task and/or standard is assigned to a course for a particular term (division of the year) or multiple terms. If a grading task or standard is missing from this list, consult your building teacher coach for further instructions.

Creating Standards Groups

Once preferences are set, a group or multiple groups can be created and attached to the task.

To create a new group:

1. Click New Standards Group.
2. Enter a name for the group.
3. Enter the Sequence number.
4. Checkbox to determine whether the Standards Group will appear in the portal for parents.
5. Select the Term/Standard Combination that the assignments in this group will count towards.
6. Click Save when finished.



Creating Assignments

To create a New Assignment, select Lesson Planner.

1. A list of district or school-assigned standards will appear.
2. Select the Standard for which the assignment will apply or select New Assignment.
3. If you choose the specific Standard for which the assignment will apply, the mandatory Group dropdown will pre-fill when you choose New Assignment. If one hasn't been chosen, the teacher will have to assign the assignment to a specific Group.
4. If teacher is using calculation option, then enter the number of total points possible on the assignment. If the calculation option

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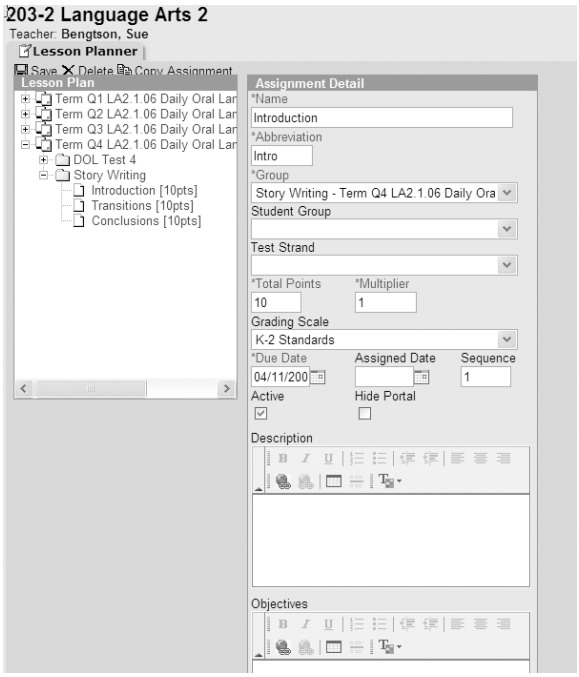
isn't checked, a rubric is pre-selected.

5. Enter a due date for the assignment, or use the calendar icon to select the due date.
6. Enter the date assigned if needed.
7. Hide Portal will hide the assignment from the Portal, but the impact of the student's score on the assignment will still be seen in the overall grade.



8. Assignments will be sorted within their group by due date and then alphabetical order on due date. If a different order is desired, use the Sequence field to set the order assignments appear in the grade book.
9. Description, objectives, and references fields are provided to give more information to the parents on reports and the Portal. The WYSIWYG editor may be used to format the text for these fields.
10. Click Save when finished.

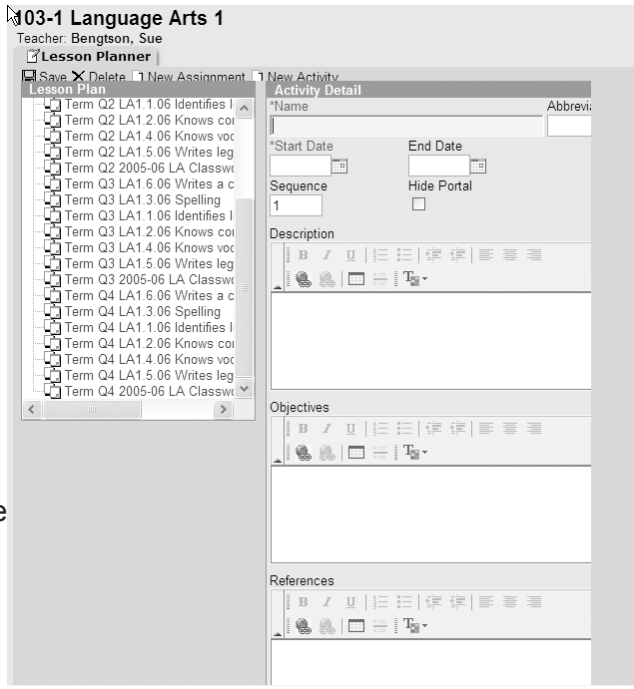
New Group: When a new group is created for standards-based grading, the Exclude This Group from Calculation and Drop Lowest Score checkboxes will not be displayed. These settings pertain to traditional grading task grading while Standard scores are not automatically calculated.

Creating Activities

An activity is a non-scored event that can be entered into Campus so it can be seen by parents on the Portal. It has no due date possible points.

To create a new activity:

1. Select New Activity in the Lesson Planner.
2. Enter the name of the activity. The name will be seen in the Portal.



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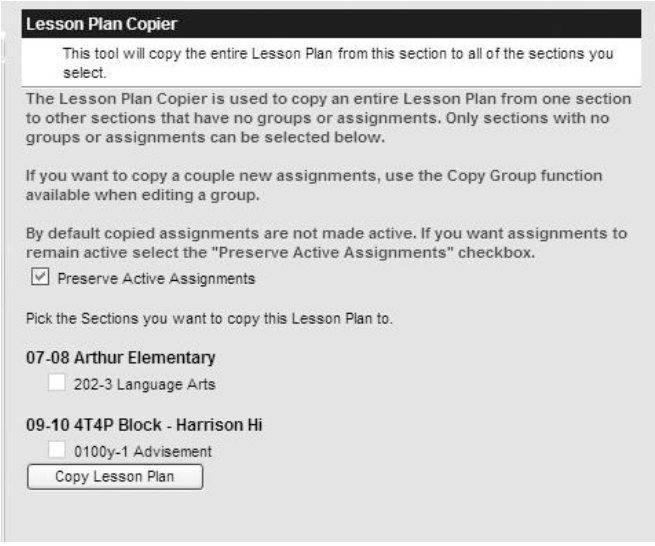
3. Enter the start and end dates for the activity. The activity will display on a calendar on the Portal on those dates.
4. Enter a description to provide more detail if needed.
5. Click Save when finished.

Lesson Plan Copier

The Lesson Plan Copier can be used to copy the group structure, assignments and activities from one section to another. It may also be used to copy from one calendar to another, making it possible to copy forward last year's grade book to the next year.



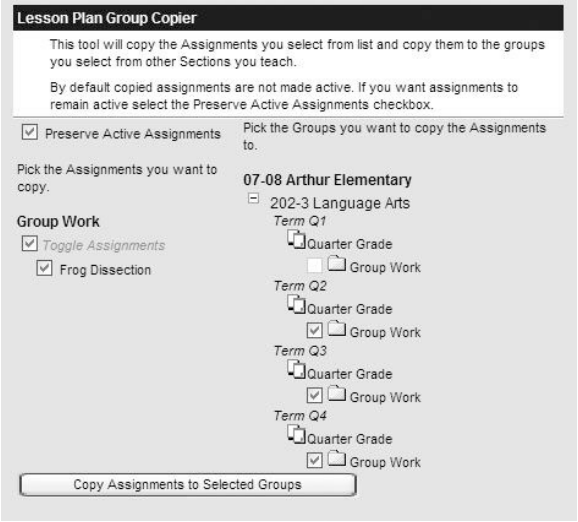
To use the Lesson Plan Copier:

1. Select the source section in the section drop-down menu.
2. Navigate to the Lesson Plan tool under the Instruction module.
3. Click Lesson Plan Copier.
4. Select the destination section(s).
5. Click Copy Lesson Plan.
6. On the second screen, if any groups should NOT be copied, select them.
7. Click Update Groups.

The Lesson Plan Copier can only be used to copy into a section that has nothing set up in the Lesson Planner, in order to avoid the possibility of overwriting assignments that have grades attached. If the destination section has groups or assignments, the Copy Group utility should be used.

Lesson Plan Group Copier

The Lesson Plan Group Copier tool will allow users to copy assignments from one section to another, once groups have been created in the destination section(s).



To use the LP Plan Group Copier utility:

1. Select the source section in the section dropdown menu.
2. Navigate to the Lesson Plan tool under the Instruction module.
3. Select the group that contains the

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assignment(s) to be copied.

4. Click Copy Group.
5. Select the assignments to be copied.
6. Select the group(s) to be copied to.
7. Click Save when finished.

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Grade Book (Traditional)

Overview

The web-based Campus Grade Book allows teachers to enter assignments and student scores from almost anywhere.

Objectives

In this lesson, learners will learn how to:

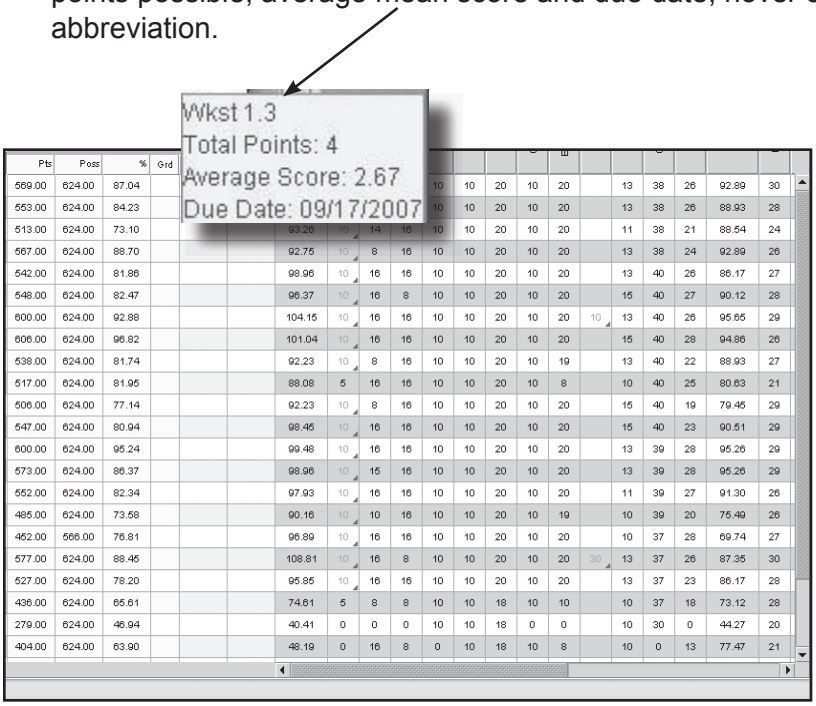
- Navigate around the gradebook
- Enter scores, comments and codes in the Grade Book
- Save the Grade Book
- Post Grades from the Grade Book

Navigating to the Grade Book

1. Select the section in the section dropdown on the gray header bar.
2. Select gradebook from the instruction module.
3. Your computer will then download the Grade Book Java application. Since Java is a programming language, you may encounter a security warning when opening the gradebook.
4. Clicking Always in the security warning will keep that warning from appearing again on that computer.

Grade Book Overview

- Assignments will appear across the top of the Grade Book in the group they are associated with.
- The abbreviation and points possible will display across the top.
- The student name and the selected assignment will be highlighted in yellow.
- To change parameters of the assignment, right click (Mac Control-Click) on the assignment. Select edit.
- To see additional details, such as the name of the assignment, points possible, average mean score and due date, hover over the abbreviation.



When teachers access Grade Book, it will open to the first term with the default grading task checkbox selected, given that the current date is in its date range. Otherwise, it will open in the first grading task term containing or open in the first one in the list.

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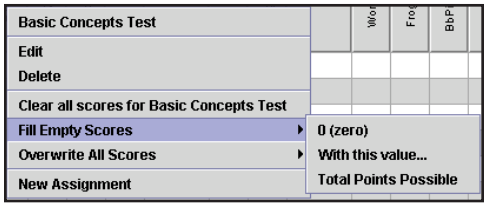
Additional commands on an assignment:

- **Clear all scores** will erase all scores for that assignment.
- **Fill empty scores** will give students who do not have a score a user-selected value.
- **Overwrite all scores** will mass change all students' scores to a user-selected value.

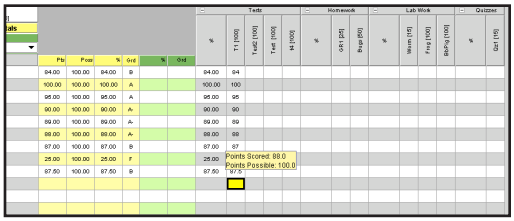


Grade Book allows input of the following characters only: 0-9, a-z (upper and lower case), period (.), asterisk (*), dash/minus (-).

Entering Individual Scores

Entering scores in Grade Book is like entering values in a spreadsheet. Select the cell and enter the value.

1. Use the enter key or down arrow to move the cursor to the next student, while Tab will move right.
2. As scores are entered, the student's running total grade (in the yellow area) will automatically recalculate to show the current grade.



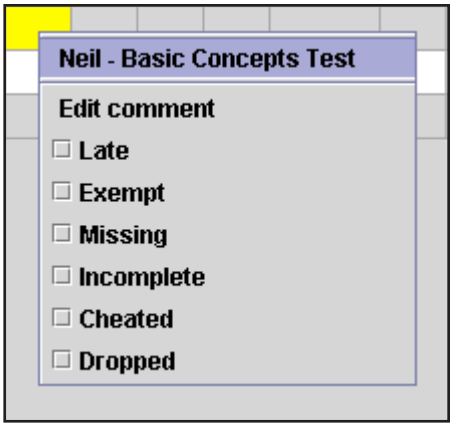
Rubrics vs. Conventional Scoring Indicators. Whengrading assignments based on standards, the conventional scoring indicators will not appear. Instead, the rubric assigned to the assignment and/or standard toggle can be selected. The teacher may choose to have the rubric associated with the standard prominently displayed for ease in grading.

Grade Book Highlighting. Grade Book functionality highlights the student row and assignment column when user selects or moves into the appropriate assignment box.

Flags

In addition to scores, a series of codes may also be entered in the gradebook for a student by right-clicking (Macintosh users control-click) on the cell for a student's score.

- **Late**- any work that is flagged as Late will appear with a red score. There is no formula for late work, the Late flag is simply an indication the assignment was late. Any deductions or "docking" should be done on the score and entered as such.
- **Exempt**-an exempt assignment will be grayed out and will not count for that student.
- **Missing**- missing assignments count as zero points earned. A canned report finds missing assignments in the Portal and in the Instruction Reports.
- **Incomplete-** assignments do not harm (nor help) the student's grades.
- **Cheated**- an assignment flagged as cheated will count as a zero. "Cheated" will appear on the portal.
- **Dropped**- the dropped flag is automatically marked if "drop lowest score" was set on the group in Lesson Planner. As scores are entered, Campus will analyze each student's scores and flag the score with the lowest overall percentage, thus removing it from the grade calculation.



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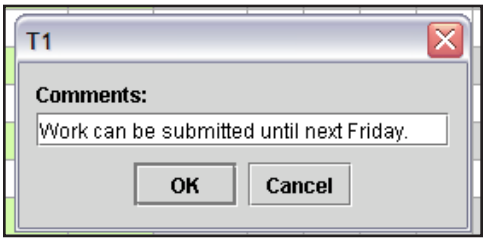
Comments

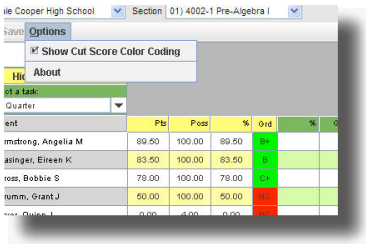
Two types of comments can be made in the Grade Book that may be included on reports and on the portal- student level comments and score comments. Both types of comment are visible on the Portal. These comments are different than report card comments, which are entered elsewhere.



To create a score-level comment, right click (Mac users control-click) on the score and select edit comment. Enter comments as needed.

To create a student-level comment, right click (Mac users control-click) on the student's name and select edit comment. Enter comments as needed.

While scores may be exported for analysis or other uses, the scores cannot be re-imported.



Display of Grades

Teachers have Options for display in the Grade Book as a way of tracking student progress. Under the Option tool next to the Save icon, select the Show Cut Score Color Coding box to display scores related to standards in different colors based on defined proficiency requirements. **A proficient score is indicated by green and a score defined as not proficient is indicated by red**.

Saving the Grade Book

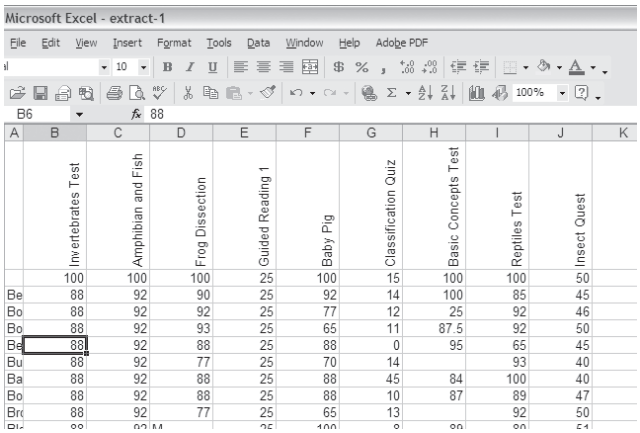
To save the gradebook, click the Save button at the top of the Grade Book. Users working on laptop computers or on wireless connections should save frequently and often.The Campus servers in your district are backed up nightly and backup files are saved for 30 days. There is no need to save a backup copy locally.

Exporting Scores

An option exists in Instruction>Reports to export the Grade Book to a different file type such as a CSV file for analysis

To export the gradebook:

1. Expand reports.
2. Select Grade Book Export.
3. Select the export format.
4. Click Generate Report.



	Invertebrates Test	Amphibian and Fish	Frog Dissection	Guided Reading 1	Baby Pig	Classification Quiz	Basic Concepts Test	Reptiles Test	Insect Quest
	100	100	100	25	100	15	100	100	50
Be	88	92	90	25	92	14	100	85	45
Bo	88	92	92	25	77	12	25	92	46
Bo	88	92	93	25	65	11	87.5	92	50
Be	88	92	88	25	88	0	95	65	45
Bu	88	92	77	25	70	14		93	40
Ba	88	92	88	25	88	45	84	100	40
Bo	88	92	88	25	88	10	87	89	47
Br	88	92	77	25	65	13		92	50

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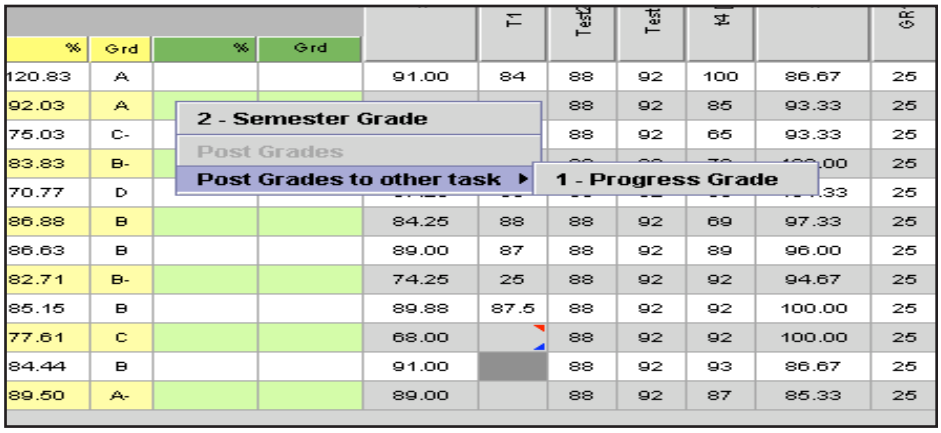


%	Grd	%	Grd		T1	Test2	Test	M4		GR
120.83	A			91.00	84	88	92	100	86.67	25
92.03	A					88	92	85	93.33	25
75.03	C-					88	92	65	93.33	25
83.83	B-								100.00	25
70.77	D								93.33	25
86.88	B			84.25	88	88	92	69	97.33	25
86.63	B			89.00	87	88	92	89	96.00	25
82.71	B-			74.25	25	88	92	92	94.67	25
85.15	B			89.88	87.5	88	92	92	100.00	25
77.61	C			68.00		88	92	92	100.00	25
84.44	B			91.00		88	92	93	86.67	25
89.50	A-			89.00		88	92	87	85.33	25

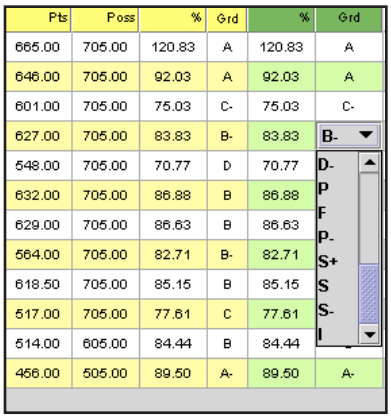
Posting Grades from Grade Book

The Green area allows for a fast submission of grades (such as term grades or midterm progress marks) from the Grade Book. When the Grading Window is open, a teacher may post grades with a three click process.

1. Right click in the green grade totals area. (This area is the posted grade for the task selected in the Select a Task dropdown)
2. Select Post Grades if it is time to submit that mark OR select Post Grades to Other Task if submitting a progress mark such as mid-term or Weekly Eligibility.
3. Click Save.

Changing Posted Grades

1. Repost using process described in “Submitting Scores”
2. Click on the child’s posted grade. A drop down will open showing allowable scores. Select the correct mark.
3. If using composite grading, the percentage will need to change as well.
4. Click Save.



Pts	Poss	%	Grd	%	Grd
665.00	705.00	120.83	A	120.83	A
646.00	705.00	92.03	A	92.03	A
601.00	705.00	75.03	C-	75.03	C-
627.00	705.00	83.83	B-	83.83	B-
548.00	705.00	70.77	D	70.77	
632.00	705.00	86.88	B	86.88	
629.00	705.00	86.63	B	86.63	
564.00	705.00	82.71	B-	82.71	
618.50	705.00	85.15	B	85.15	
517.00	705.00	77.61	C	77.61	
514.00	605.00	84.44	B	84.44	
456.00	505.00	89.50	A-	89.50	A-

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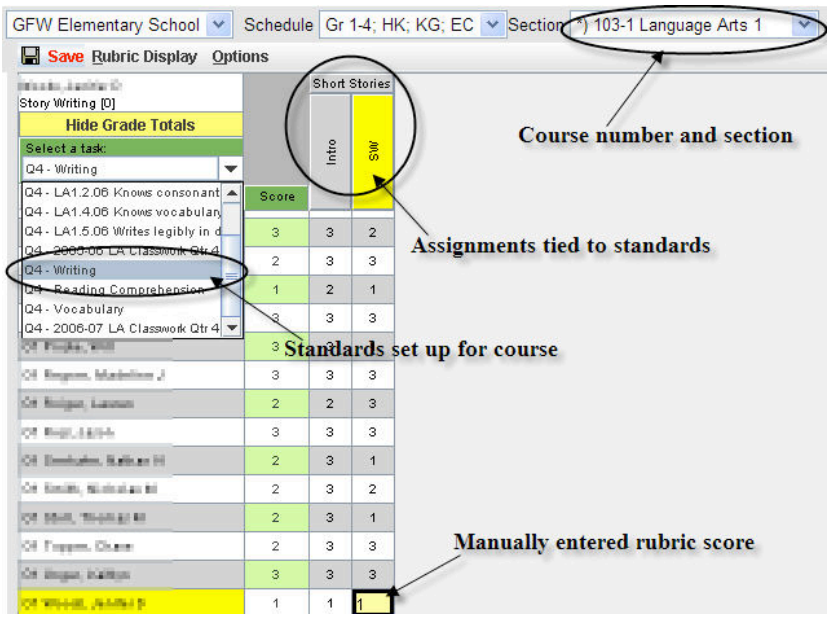
Grade Book (Standards)

Overview

In addition to using the Campus Grade Book for compiling scores traditional grading tasks, a grade book can be created for a specific standard. If administrators have established the course as standards-based in the Course Editor, teachers can only use standards in their grade books. Once those standards have been created, standards groups can be created within the grade book and assignments assigned to them. Teachers can also choose whether they want the grades they enter to be calculated by the system, or whether standards and groups will be judged subjectively through the professional judgment of the classroom instructor.



Overview of Grade Book (Standards-based)

- Assignments will appear across the top of the Grade Book nested beneath the group they are associated with.
- The abbreviation and points possible will display across the top.
- The student name and the selected assignment will be highlighted in yellow.
- To change parameters of the assignment, right click (Mac Control-Click) on the assignment. Select edit.
- To see additional details, such as the name of the assignment, points possible, average mean score and due date, hover over the abbreviation.

Teachers can have scores not calculate a percentage when grading standards. This is a preference that must be set (see Lesson Planner document) and requires the standards to be set up without a minimum percent or GPA value. (Note: Preferences can be changed at any time throughout the term. Preferences marked for one course section can be mass assigned to multiple course sections.)

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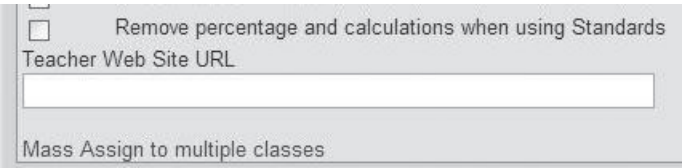
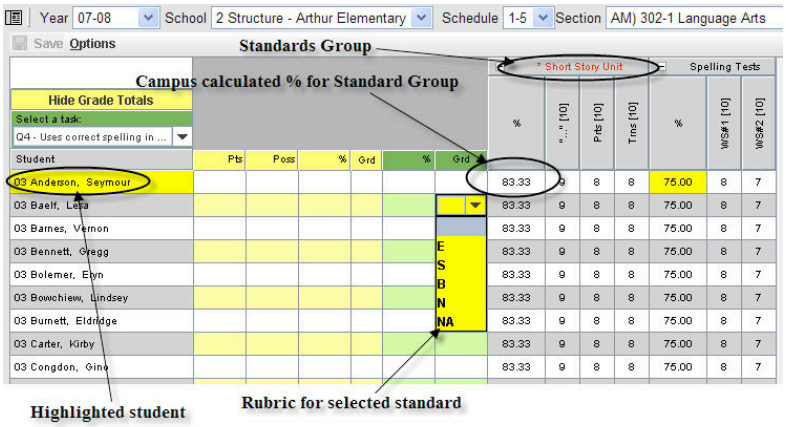
Standards-based Grade Book with percentage and calculations



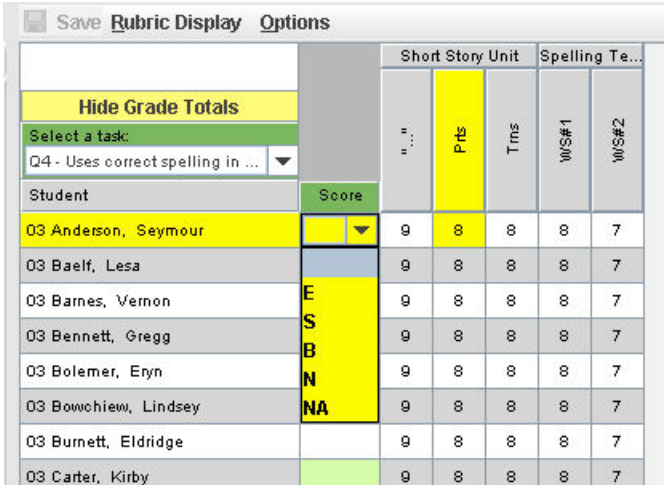
If “Remove percentage and calculations when using Standards” is NOT checked in Admin Preferences, Grade Book WILL provide student percentages based upon the average point totals of any assignments attached to a Standards Group.

For example, if a teacher assumed that a student needed at least an 85% to prove mastery in a standard, the percentage and calculations preference could be set. In this case the student’s average score would be available for the teacher, who could then manually assign a rubric mark based upon that percentage.



Standards-based Grade Book without calculations

If teachers would prefer to not have their scores automatically calculated in a percentage by the Campus system, they can choose to select the preference in the Admin folder. In this case, the scores will be displayed but not calculated. The scores for the Standards Group will be determined through the professional judgement of the instructor.



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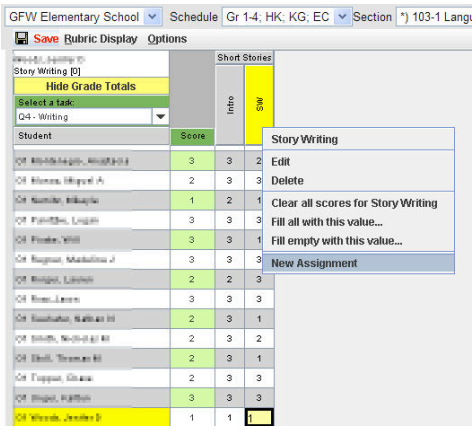
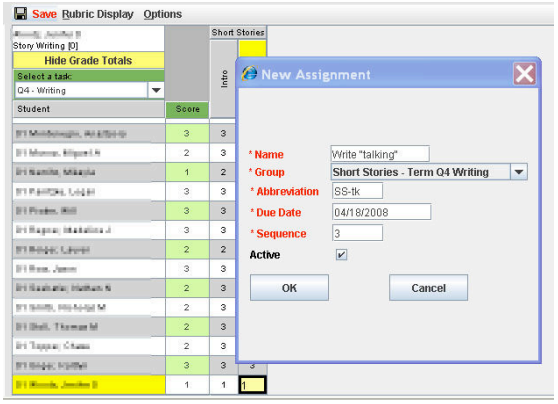
Adding Assignments through the Grade Book



Teachers can add assignments to the section for grading directly from the Grade Book module. To add an assignment:

1. Right-click on an existing assignment. The assignment will default to the same Standards Group as the one selected.



2. Choose option New Assignment. This will initiate a pop-up window.
3. Add the Name of assignment as it will appear in Portal.
4. Group: This determines what Standards Group the assignment will be associated with. Teachers can choose a different Standards Group than the default by selecting from the dropdown list. This will determine the Rubric Information that can be applied to the assignment.
5. Abbreviation: Enter up to a five-digit alpha-numeric code which will be displayed on the top of Grade Book, beneath the associated Standards Group.
6. Enter the date that assignment will be due.
7. Indicate the sequence in which the assignment will appear within the group. If left blank, the sequence will follow the assigned due date.
8. The Active checkbox is pre-selected so that student scores can be entered. Note: A blank, or an unchecked box will make the students' scores uneditable and will not be utilized for final grades (if the scores are calculated).
9. Once assignments are posted in the Grade Book, they can be edited through the same process as initiating a new assignment by right clicking on the assignment (for Mac users control-click).
10. Click OK to save.

Note: The student's score will not change directly as a result of that due date. In other words, this affects the to-do list on the portal and the sequence the assignment will appear within the group, but nothing else. Until the teacher grades the assignment the student's score box will remain blank.

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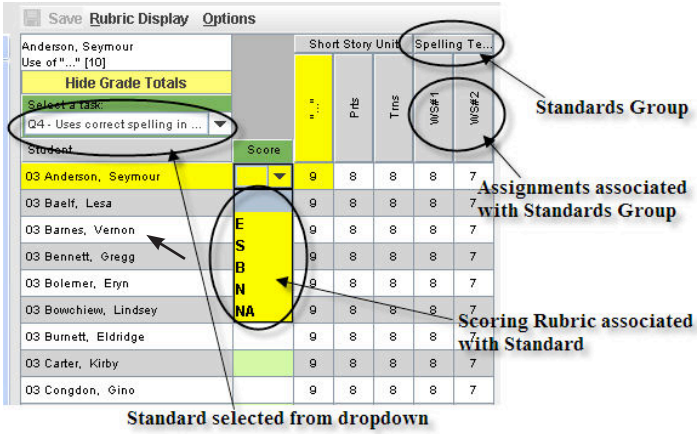
Posting Scores

Teachers can post scores for either Standards or Assignments that are attached to a Standards Group in Grade Book. The Grade Book will provide a running % and an overall grade for a student, if the preference is selected to have the system calculate the grades. To post marks to the Grade Book:

If the preference is to have the system calculate percentages for the student, a column will appear between the Score/Grade and the individual assignments. The column will contain the student's percentage for the assignments that relate to this standard.

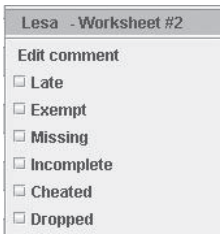
1. From the Grade Book, select either a Standard or a Standard Group from the dropdown list.



2. Select a student from the roster to the left. Once selected, the student will be highlighted in yellow.

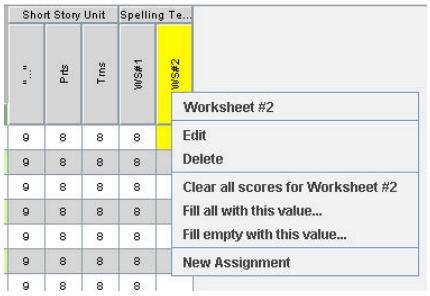
3. A teacher can click on the box associated with the student's Standard (green), and a dropdown will appear. The dropdown will be the rubric attached to the standard.

4. Teachers can manually enter students' assignment scores by clicking in the boxes and adding scores.



5. By moving into a student's score field and right-clicking, teachers can attach additional information for that student's score. Teachers can add comments about a particular assignment, or assign the work as Late, Exempt, Missing, Incomplete, or indicate the student Cheated on the work, or that the student dropped the class, thereby nullifying the assignment.

6. By right-clicking on the assignment, teachers have options to mass fill scores for everyone in the section. Choosing "Fill all with this value..." will initiate a pop-up screen where you can assign a single score to all students; "Fill empty with this value..." allows you to assign a score to everyone whose scores are empty.



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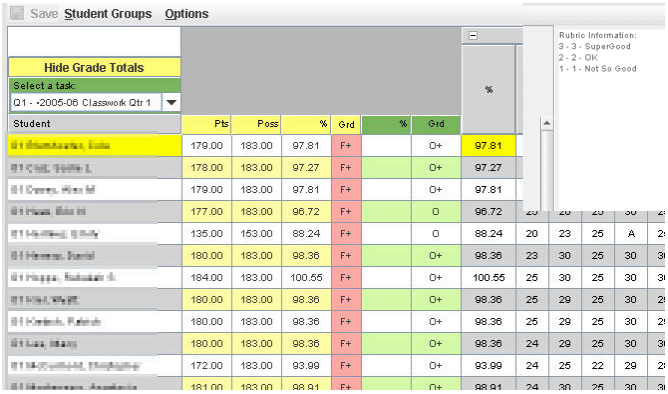
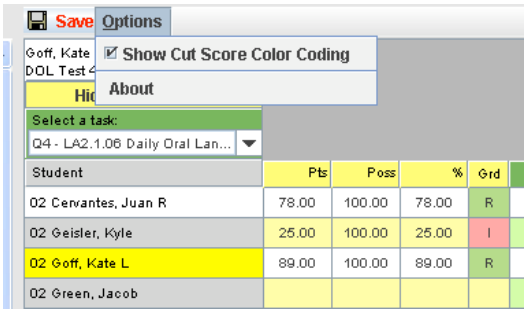
7. Along the top of the Grade Book display, teachers have the Rubric Display option for the score's rubric visible on the right, below the scores, or hidden from view.



8. Another option along the top of the Grade Book allows user to "Show Color Cut Score" in the grade book, that is to have the passing scores displayed differently than failing ones. (See below)



9. Click Save when completed. There will be a warning sign that will appear when you attempt to navigate away from Grade Book.

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Grade Submission

Overview

The Grading by Task/Student options give teachers an opportunity to add comments or modify percentages and letter grades. Grades can be posted from the Gradebook view as well.

Grades can only be posted to open (or active) grading tasks/standards. If a task is selected that has no visible dropdown selections, the task is not active for grading at this time. The district's Campus administrator will need to open the Grading Window before grades can be posted. Teachers can assign grades to grading tasks for the entire class roster (Grading by Task) or for one student at a time (Grading by Student).

Grades submitted by the teacher will be available for viewing on the administrative side of Campus on the students' grades tab and in the Portal as soon as they are saved. If changes are needed, Teachers can change the score as often as needed, as long as the task is still available for grading (is active) in the dropdown list.

Objectives

The learner will learn:

- How to enter grades and scores using Grading by Task and/or Grading by Student.
- How to enter canned comments.
- How to enter freehand comments.

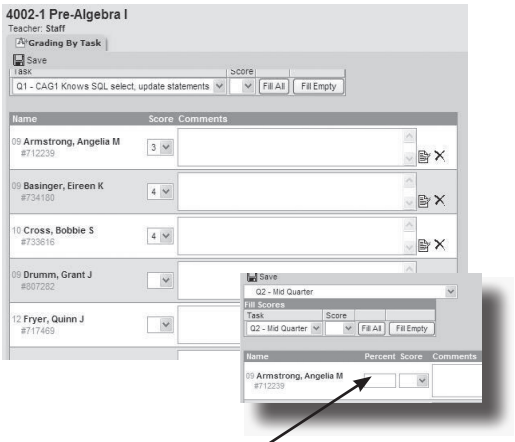
Navigating to the Grading Options

1. Select the School and Section for which to submit grades by choosing from the drop-down list
2. From the Index, expand the Instruction folder by clicking the plus (+) sign or by clicking on the name of the folder.
3. Select the Grading by Task or Grading by Student folder.

Grading by Student and Grading by Task. When a district uses standards-based grading, the Grading by Task and Grading by Student editors will automatically display standards in a hierarchical manner. The rubric associated with the standard may be displayed within the Grading by Task and Grading by Student. Fill-down functionality is also provided. The preference-controlled display of a student's photo is available to be displayed.

Using the Grading by Task Option

1. After selecting the Grading by Task from the Index, select the task to be graded from the dropdown list. A list of students will appear. This list will be all students in the chosen section.
2. If the user is mass-filling grades, they can choose the score from the pull-down menu and choose Fill All. If the user has incorrectly filled a number of scores, they can erase the scores with Fill Empty.
3. If the Task is a Standard or based upon a Rubric, choose the correct score from the fill-down box.



4. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
5. Select the score to assign to the student by clicking in the drop-down box.
6. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
7. Click the Save icon when finished entering comments or modifying grades.

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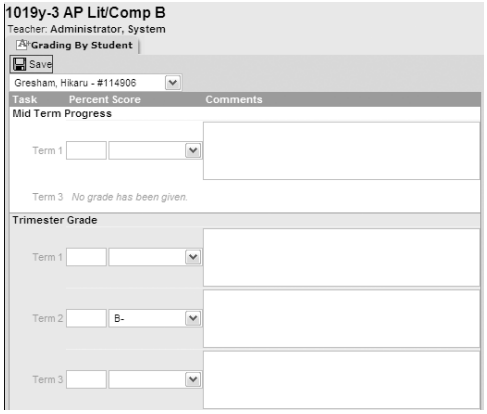
Use canned comments: When Grading By Task or Grading By Student this options allows the teacher to select from a list of canned comments that were entered in System Administration>Grading & Standards> Grading Comments.

Using the Grading by Student Option

1. After selecting the Grading by Student option from the Index, select the student to be graded from the dropdown list. Available tasks for grading will appear.



2. If the district uses the Auto Grader to calculate scores in composite grading, enter the student's Percentage in the Percent field.
3. Select the score to assign to the student by clicking in the dropdown box.
4. Enter any comments to attach to this score in the Comments field. Comments can be up to 255 characters in length.
5. Click the Save icon when finished entering comments or modifying grades.

Using the Canned Comments Feature

Canned comments are available for both the Grading by Task and Grading by Student tools if the preference to use canned comments was set in Admin preferences. Comments are created by district or school administration

1. When assigning grades, select the paper icon to the right of the comments field. A Comment selection window will appear.
2. Canned comments may be selected by entering the code (if codes have been entered for the grading comments, they\ are listed before the text of the comment) or by selecting the checkbox to the left of the comment.
3. Click the Update Comment button to add the comment to the student's comment field.
4. To add multiple comments at one time, either select the appropriate checkboxes next to the comment OR enter the codes for the comments by typing without spaces the code number, a comma and the second code number (Example: 123,456). The related comments will display in the Comments fields.
5. Any checkboxes selected will be ignored if a code is entered into the code field.

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Student Groups

Overview

The Student Groups option under the Instruction Module of Infinite Campus allows instructors to differentiate learning for students by grouping them in different sub-sets for purposes of assigning particular students to particular assignments..

Objectives

At the conclusion of this lesson, learners will be able to:

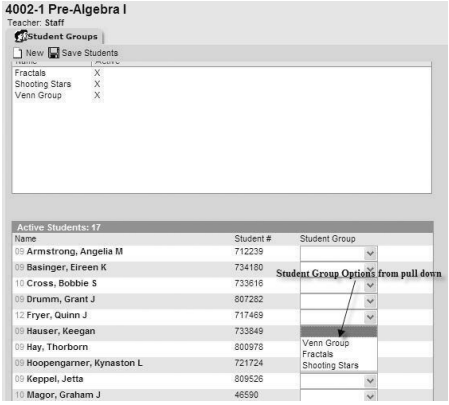
- Create Student Groups.
- Employ Student Groups for purposes of differentiated learning.
- Make modifications to specific Student Groups.

Navigating to Student Groups

1. Select the Instruction module from the Infinite Campus Index.
2. Choose the Student Groups Icon.

Using the Student Groups option

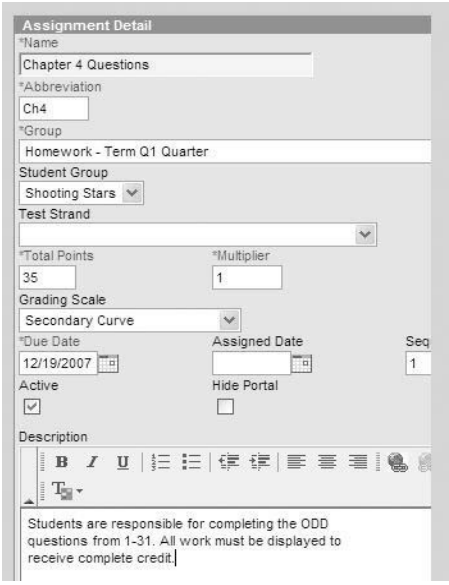
1. Select New.
2. In the Student Group Detail, provide a unique identifying name for the group.
3. Save
4. The group will now appear in the Student Groups Editor.
5. Choose the appropriate Student Group from the list and a roster of Active Students will display.
6. Select the Student Group from the drop down list to apply to the Active Student.



Creating Student Groups for Assignments

This option enables instructors to create classroom assignments that are directed to specific portions of their roster. For example, if a teacher wanted to reinforce a skill set with a portion of their section, they can assign a particular assignment to that Student Group. Students not in that group will automatically be exempt from the assignment.

1. From the Instruction module, select Lesson Planner.
2. From the Lesson Planner option tool bar, select New Assignment.
3. In the Assignment Detail, select the appropriate Student Group from the pull-down list.
4. Select Save.



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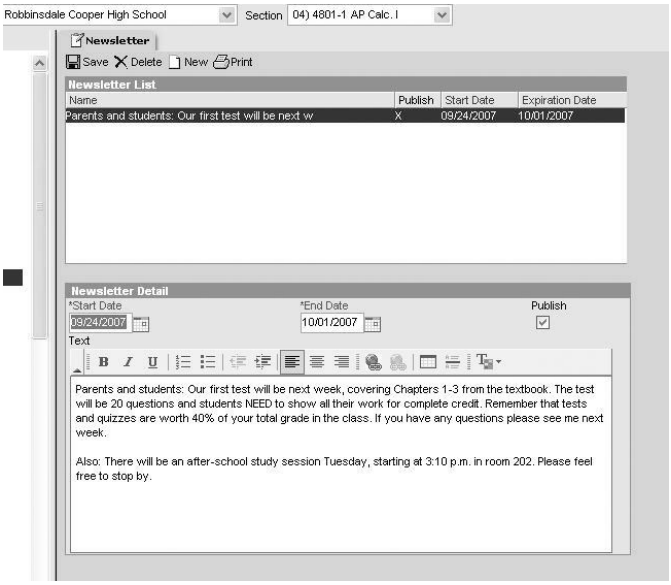
Teacher Newsletter

The Teacher Newsletter allows instructors to communicate with students and parents through the Campus Portal. The Newsletter reduces the need for teachers to print announcements and eliminates the risk of the student losing the physical notice.



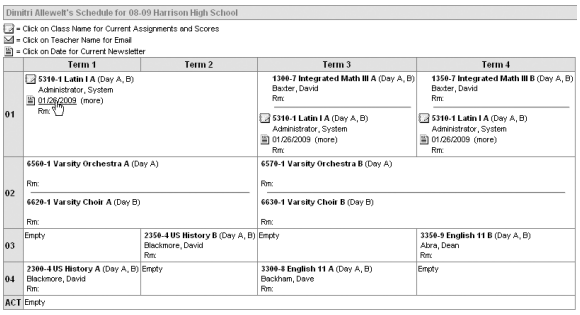
Creating a Newsletter for the Campus Portal

Teachers can provide assignment information, class directives and other pertinent information regarding the course and section selected. These messages can be updated as needed by the instructor. To create a course/section Newsletter:

1. Choose the Instruction icon from the Index.
2. Select Newsletter.
3. Choose New.
4. Enter (or choose from the calendar) date that you wish the newsletter to publish.
5. Enter End Date for the notice to disappear.
6. Click the Publish checkbox.
7. Use WYSIWYG formatting options to text, making hyperlinks and using tables.
8. Click Save.

Viewing Newsletters in The Portal

The link for the Newsletter is available as a date hyperlink within the student's schedule and appears as a PDF.



Newsletters are an option that needs to be enabled by the system administrator in the Portal options setup in System Administration.

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Teacher Coach 2

Description: This course will prepare learners to assist teachers in teaching navigation, set up, and processes of the Attendance and Instruction functions of Campus based on their policies and procedures. This is a workshop and Q/A session to prepare for teaching attendance, grading, and the electronic gradebook.
Time: 4 hours

Campus Overview Review (30 minutes)	Review: • Navigation • Help options • Search procedures Discuss the importance of communicating the districts practices and procedures regarding the instruction module.

Hands-on Activities for Review (2 hours)	Review how your district's teachers will:
	• Take attendance
	  • Discuss/review P&P around the attendance taking process
	• Common setups of lesson planner
	  • All Assignments in one group
	  • Organizing Groups
	  • Weighted Groups
	• Use the grade book
	  • Discuss/review P&P around updating the gradebook for Portal access.
	• Submit Progress and Report Card grades:
	  • Grading by Student
	  • Grading by Task
	  • Posting in the Grade book (if applicable)
	• Submit and track standards, if standards will be implemented.
	Review reports that will be used

Planning to Train (1 hour, 30 minutes)	• Q/A with the trainer
	• Next Steps
	  • Determine what handouts, if any, need to be prepared and who will take care of this task
	  • Confirm who will instruct teachers, lab set up, and date/times

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